



OAK RIDGE SPECIAL EVENTS COMMITTEE

Meeting Agenda

May 9, 2023

Attendees: Barb Engel, Amy & Brent Carrickhoff, Claudia Whitaker, Ben Walraven, Corinne Pickford, Sue Madison, Diana Macklin, Ann Schneider, Courtenay Harton and Patti Dmuchowski

1. The meeting was called to order at 7:00pm by Patti Dmuchowski
2. The April 11, 2023 meeting minutes were reviewed and approved with a motion by Barb Engel and 2nd by Ben Walraven. Motioned approved.
3. Veterans Fundraising to date:
 - a. \$208,709.24 (includes \$3,000 and \$10,000 donations and projected town match) – Patti Dmuchowski.
 - b. A big thank you to Courtenay Harton for the \$10,000.00 donation in memory of her grandmother's side of the Lawrey family.
 - c. Letters have been sent out to prominent Oak Ridge folks that have not contributed yet.
 - d. Ann Schneider developed an Oak Ridge Facebook mention on donating for the committee to review. Minor changes were made, and Ann will have it posted.
 - e. We have already used some of the NC Grant money now for matching as we have reached out \$68K limit with the town. Per Sandra Smith there is approximately \$30K left
 - f. Ad in the NWO to thank folks for donating and reaching our goal. Sue Madison to take the previous Veterans donation ad and update with a big thank you. Words will be added that we are still asking for donations as we are not sure of the new bid price. The group agrees that with the cost of projects now being much higher than anticipated, we will require additional funds and/or work on a phased approach.
 - g. Patti Dmuchowski checked with Polar Engraving and they have not increased their paver costs.
 - h. Ann Schneider will work on the bidding process with Bill Bruce. Ann Schneider explained that Revington Reaves has been invited to submit a proposal for bid negotiation and construction administration services by the end of May. They had previously proposed a fee of \$1,000.00, but it will likely be more now that over 18 months have passed. We are hoping for the Town Staff to approve in June, have bids sent out in July and have the Town Council approve the winning bid in August.
4. Special Events Calendar for 2023:
 - a. The Parks & Rec Committee needs to have some volunteers for the May 13, 2023, Music in the Park from 3pm to 6pm. Please see Ashley Royal to sign up. Thanks to all that have signed up already. Barb Engel to send out the sign-up Genius again.
 - b. Memorial Day – Monday, May 29, 2023 at 10:00am – 11:00am – Patrick Tillson, County Commissioner will be the speaker. Ann Schneider suggested Pastor Roy Carter to give

the invocation. Patti Dmuchowski will contact him and see if he is available. Mike Matzinger is organizing Scouts and I will check with Annette Joyce on having the band again. Patti Dmuchowski will work on getting a banner from API and have it put up on the corner of Lisa and Linville Rd.

- c. Kids Bike Parade – Tuesday, July 4, 2023 at 10:00am – 12:00pm. I would like a volunteer to organize. The NW Guilford Woman’s club has volunteered to paint faces and the Lions will supply hot dogs. We will have “Anything on Wheels” that could be decorated for the kids. Patti Dmuchowski will also create a banner for this event.
 - d. Heritage Day – September 30, 2023. The committee has agreed to participate again this year and will do another pound cake contest. This was very successful last year.
 - e. Veterans Day – Saturday, Nov 11, 2023 at 10:00am – 11:00am. Ann Schneider also suggested that we ask Pastor Roy Carter to speak at the event as he did a terrific job at the National Day of Prayer event held at the park.
 - f. LUN Volunteer Set-Up, Nov 29, 2023 at 9:00am – 3:00pm
 - g. LUN Event – Saturday, Dec 2, 2023 at 2:00pm – 7:00pm
5. LUN – 2023
- a. Vendors & Food Trucks for next year - Barb Engel is working on this.
 - b. Order & set date to put new stars together. Ben Walraven is putting together the total cost and we will order before the fiscal year is over (middle of June).
6. Budget review – Patti Dmuchowski
- a. Budget for 2023/2024 has been approved for Special Events. The full town budget has yet to be approved.
 - b. Review 2022/2023 – Reconcile with Sandra Smith
7. Oak Ridge 25th Anniversary Celebration – Patti Dmuchowski
- a. Dinner to be held at the Oak Ridge Methodist Church on January 20th at 6:00pm.
 - b. Develop Theme – “Thank You Oak Ridge Volunteers”
 - c. Sue Madison will be very busy with her work for the next couple of months. Patti Dmuchowski will get the 20th Logo from the NWO and she will look at it and see if she has any ideas for the 25th logo.
 - d. Ann Schneider also let the committee know that she knows of a band that could perform during the event. She will follow up on the cost. She estimates \$200.
 - e. 25th Items
 - i. Christmas Ornaments – Committee decided on wooden ones from local vendor. Ann to check with the vendor on his time requirements and if we could possibly sell them at Heritage Day in addition to LUN. The selling price will be \$10. We will need the new logo and decide on what we will put on it. Possible tie a “silver” bow on it.
 - ii. Lapel pins – info given from Sandra Smith. Patti Dmuchowski to follow up on.
 - iii. T-Shirts – There was a discussion on the design of the T-shirts. It was suggested to have the outline of the state of NC and the words “Oak Ridge” on the front. On the back we could put the 25th logo. It was also suggested to get a darker color. Amy Carrickhoff brought her T-shirt that has the image of the state of NC and possible we could put a dot where Oak Ridge is located. On the back we could put the new 25th logo in a smaller font.

- iv. We also need to check with Sandra Smith on who was invited last year as Patti Dmuchowski seems to recall that the Town sent out the invites.
 - v. The town has been given some navy tablecloths. Patti Dmuchowski to follow up with Sandra on the number.
 - vi. Claudia Whittaker is going to check on having a cake made by her friend Regina English versus purchasing one.
- f. Charles Benbow house 200th Anniversary this year.
- i. Ann Schneider to check with Anna & Kyle Schmidt to verify October Sunday, October 15, 2023 at 5pm to 8pm with the house tour at 4pm. We will have a rain date of Sunday, October 22, 2023.
 - ii. Charge for admission. Wine, Cheese, door prizes and musical entertainment.
 - iii. Patti Dmuchowski to add Kyle Schmidt back onto our email list.
 - iv. Parking needs to be organized.
8. Additional Items
- a. Patti Dmuchowski checked with Sean Taylor on sign requirements at the corner of Lisa and Linville Rds. There are no restrictions on placing it on the corner. It seems to be more advantageous to post where folks can see when visiting the park.
 - b. Ann Schneider also asked for volunteers to participate in the Summerfield Parade on Saturday, May 20, 2023 at 10am.
9. The meeting was adjourned at 7:50 with a motion from Barb Engel and a 2nd from Ben Walraven. The motion was approved.

The next meeting will be on June 13, 2023, at 7pm.